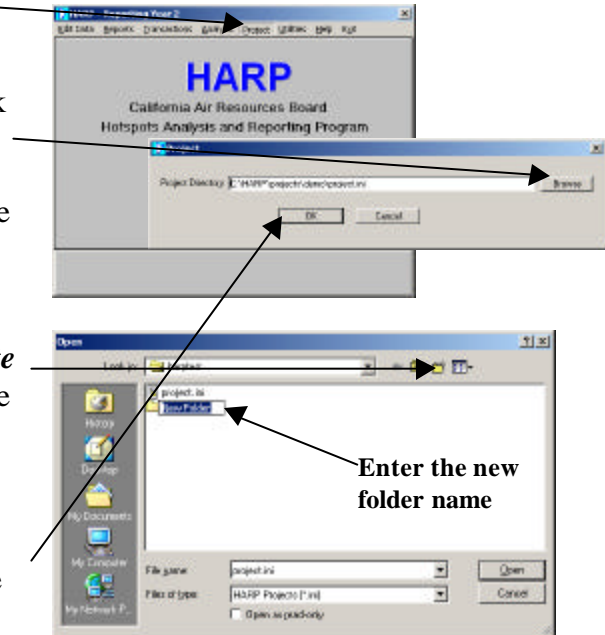


## Topic 1: How to Start a Project

### Step 1. Creating a Project Folder

The first thing you need to do is to tell HARP where to save all of the files it creates.

1. From the HARP main menu, select **Project**.
2. A popup window will show the current project directory. To select a new project directory, click on **Browse**.
3. To change the project directory, use the Open File dialogue box to browse and switch to a different directory. Then click on **Open**.
4. To create a new project directory, click the **Create New Folder** icon. Enter the new folder name (see Note 1). Then click on the right mouse button and choose **Refresh**. Double-click on your new folder to open it. Then click on **Open**.
5. Click on **OK** on the project window to change the project directory.



**Note 1:** There can be no spaces in the file name or path that you create.

### Step 2. Opening a Database

Next, you will need to open the facility and emissions database file.



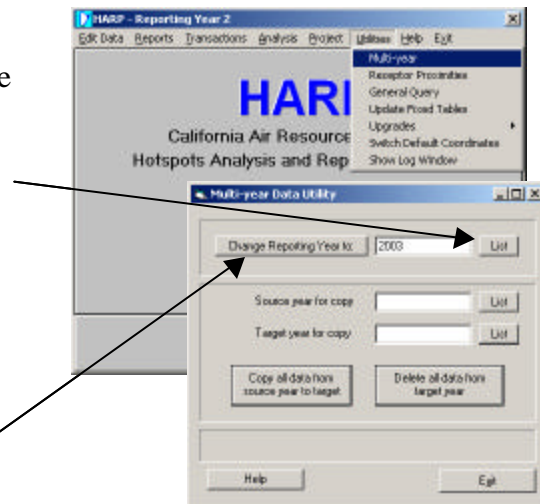
1. From the HARP main menu, select **Edit Data/Open Database**.
2. In the dialog window, browse and select the default database **HARP.mdb** (C:\HARP\HARP.mdb). Then click on **Open**.

**Note 2:** You cannot create a new database from scratch. If you wish to create a new database, you must highlight the default HARP database file, then click on the right mouse button and select **Copy**. Click on the right mouse button again and choose **Paste**. Once the file has been copied, you must rename the file. Highlight the new file and then click on the right mouse button and choose **Rename**. The file name should contain no spaces.

### Step 3. Selecting a Reporting Year

Next, select the year that you would like the emissions information to be stored in. If you are creating an emissions database for CEIDARS reporting purposes, the year should match the year of the data.

1. From main menu, select **Utilities/Multi-year**.
2. The current reporting year will be displayed in the top field. To change the reporting year, press the **List** button. Double-click on the year you want the information to be stored in.
3. If the year you want is not available from the list, press **Cancel** and return to the previous screen. Enter the new reporting year in the top field.
4. Then click the button labeled **Change Reporting Year To**. REMEMBER: HARP will not change the reporting year until you press this button. Then click on **Open**. (Note 3)
5. You also have the option of copying data from an existing year to the newly created reporting year.



**Note 3: Labeling a reporting year with a negative symbol will result in the data being overwritten when the HARP database is updated.**

### Step 4. Using a Common Coordinate System

HARP can convert all location coordinates into one common coordinate system. Use this feature to convert facilities in different location coordinates to a common coordinate system or to switch an entire analysis to a different projection system.

1. To convert all UTM location coordinates into the same coordinate system select **Utilities/Switch Default Coordinates**. The default is NAD83. Click on the radio button next to the desired coordinate system. Click **Apply** and then **Exit**

